



Unit Supervisor - Field Support

Details

Job ID : 247

Title : Unit Supervisor - Field Support

Job Code : 1219

Salary : \$3,149.00 (Monthly)

Grade : 12

Tenured : YES

Job Departments

- Court Services - Records and Statistics

Purpose

RESPONSIBLE FOR SUPERVISING THE DEVELOPMENT, COORDINATION, AND IMPLEMENTATION OF TRAINING AND CONTINUING EDUCATION PROGRAMS FOR COURT SERVICES.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 5 Years of Related Experience

Job Required Knowledge

- 5 YEARS OF RELATED EXPERIENCE MUST BE IN COURT SERVICES OR CLOSELY RELATED FIELD

Job Skills/Abilities

- ADVANCED COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL

Job Preferred Knowledge

- SUPERVISORY AND TRAINING EXPERIENCE PREFERRED

Job Duties

- SUPERVISE PROCEDURES, CERTIFICATION, TESTING AND RELATED PRACTICES
- MONITOR THE PRODUCTION AND ASSESSMENT OF REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- SUPERVISE PERSONNEL FUNCTIONS IN CENTRAL OFFICE
- IMPLEMENT CENTRAL OFFICE DIRECTIVES
- OTHER DUTIES AS ASSIGNED
- MAY INCLUDE NIGHTS, WEEKENDS, AND HOLIDAYS
- SOME TRAVEL IS REQUIRED